

**Nebraska Department of Education
Committee of Practitioners
Process Rules**

Name of Group: Nebraska Committee of Practitioners [COP]

Purpose: As defined in Public Law 107-110, the Elementary and Secondary Education Act, *No Child Left Behind [NCLB]*, §1903(b)(1), IN GENERAL – Each State Educational agency that receives funds under this title shall create a State committee of practitioners to advise the State in carrying out its responsibilities under this title.

The Nebraska Open Meetings Act (as amended by LB898, 2005 Legislature) guidelines will be followed.

Membership: The group size is recommended at no larger than 30. Members, in as much as possible, should reflect the diversity and population of local school districts and the programs included under NCLB, and parents of children receiving NCLB services. This may include representatives of parent-serving organizations. Additional ad hoc members or resource persons may be involved on an as needed basis to inform the work of the larger COP. Members may serve unlimited two-year terms, with annual review by the chair person and ad hoc recruitment committee to consider member attendance and participation and to recommend continued participation or not for the coming term if the member is seeking to continue participation.

Recruitment: An ad hoc committee will recruit and recommend new members as needed to address issues surrounding *NCLB* or other critical local school district and NCLB program needs. The ad hoc committee will propose names to be seated. The ad hoc committee should prioritize recruitment as in the law but also to reflect the diverse population of students in school districts across the state.

Voting Members: A quorum is 50% of voting members. If action is necessary in the interim, between regularly scheduled COP meetings, voting may occur via electronic mail or other-established ballot method. The Executive Committee of the COP will establish and manage interim voting procedures. NDE staff are not voting members of this committee.

Absenteeism: If members have not attended meetings in the previous fiscal year (October 1 – September 30), the NDE Federal Programs designee will conduct follow-up contact to inquire about the interest of the member to remain in service to COP.

Management: The COP will be led by an annually elected Chairperson, voted upon by simple majority of seated members. Election will take place at the Committee's summer meeting. An Executive Committee will consist of the COP Chairperson, the Nebraska Department of Education Federal Programs Administrator or their designee; and the Title I Director. If the Committee Chair is absent during a scheduled meeting, NDE staff will be responsible for running the meeting.

Agenda: The Executive Committee will provide a call for agenda items prior to drafting the COP meeting agenda. The agenda will be sent out 1 - 2 weeks prior to the scheduled meeting as per Nebraska's Open Meetings Act [no changes within 24 hours of the meeting]. The Public Comment Period will be placed at the

beginning of the agenda with a 5 minute maximum per person and/or a total of 15 minutes for public comment.

Committees: The COP membership may establish Standing and/or Ad Hoc committees to accomplish the work of the larger COP. Standing Committees shall include: Supplemental Service Providers; Distinguished Schools Nominations. Ad hoc committees and/or task forces will be selected as needed on a volunteer basis. Reports from committees shall be submitted to the Executive Committee before disseminated to the entire COP.

Reports: Written reports requiring action are needed for COP review and consideration and should be available one week prior to or no later than the inception of the meeting. Handouts or other resource materials for informational purposes are welcomed and should be cleared with the Executive Committee or designee before distribution to COP members.

Other: These procedures may be revised at any time with the majority vote of members or at the recommendation of the Executive Committee.

NO CHILD LEFT BEHIND ACT OF 2001

PUBLIC LAW 107-110

JANUARY 8, 2002

“SEC. 1903. STATE ADMINISTRATION.

“(b) COMMITTEE OF PRACTITIONERS.—

“(1) IN GENERAL.—Each State educational agency that receives funds under this title shall create a State committee of practitioners to advise the State in carrying out its responsibilities under this title.

H. R. 1—195

“(2) MEMBERSHIP.—Each such committee shall include—

“(A) as a majority of its members, representatives from local educational agencies;

“(B) administrators, including the administrators of programs described in other parts of this title;

“(C) teachers, including vocational educators;

“(D) parents;

“(E) members of local school boards;

“(F) representatives of private school children; and

“(G) pupil services personnel.

“(3) DUTIES.—The duties of such committee shall include a review, before publication, of any proposed or final State rule or regulation pursuant to this title. In an emergency situation where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under this title, the State educational agency may issue a regulation without prior consultation, but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form.